

ASSIGNMENT 19

Textbook Assignment: "Administration," chapter 18, pages 18-1 through 18-16.

19-1. One individual can control and effectively supervise which of the following work groups? 1. Department 2. Division 3. Section 4. Watch	19-5. Shows names, positions, and titles of personnel assigned. 1. A 2. B 3. C 4. D
<div><div>A. Position B. Functional C. Structural D. Combination</div></div>	19-6. The best chart to use for simple organizations. 1. A 2. B 3. C 4. D

Figure 19-A

IN ANSWERING QUESTIONS 19-2 THROUGH 19-6, SELECT THE TYPE OF CHART FROM FIGURE 19-A THAT MATCHES THE DESCRIPTION GIVEN AS THE QUESTION. RESPONSES MAY BE USED MORE THAN ONCE.

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|---|---|
| 19-2. Shows the responsibilities of components in the organization.

1. A
2. B
3. C
4. D | 19-7. Which of the following terms identifies a course of action devised for the accomplishment of a specific objective according to a time schedule?

1. Task
2. Policy
3. Program
4. Procedure |
| 19-3. Outlines the basic relationships of an organization in a simple manner.

1. A
2. B
3. C
4. D | 19-8. A plan without specific orders or directives is based on which of the following elements?

1. Recommendations
2. Case history
3. Assumptions
4. Guess work |
| 19-4. Uses information from structural, functional, and position charts.

1. A
2. B
3. C
4. D | 19-9. When the required Master-at-Arms manpower strength is being determined, what factors should be considered?

1. Geographic aspects of area of operation
2. Capabilities of organic units
3. Confinement facility requirements
4. All of the above |

19-10. Consolidating the various functions of a Master-at-Arms facility will help reduce which of the following requirements?

1. Work loads
2. Work plans
3. Roving patrols
4. Administrative overhead

19-11. What term identifies a common-sense, systematic method of analyzing problems, developing solutions, and installing improvements?

1. Work simplification
2. Work smarter
3. Teamwork
4. Synergy

19-12. Work methods may be improved by analyzing which-of the-following factors?

1. Work distribution and volume
2. Steps in a sequence of operations
3. Physical motions and space arrangements
4. All of the above

- A. Crime repression
 - B. Crime risk management
 - C. Crime prevention campaign
 - D. Crime prevention inspection

Figure 19-B

IN ANSWERING QUESTIONS 19-13 THROUGH 19-17, SELECT THE CRIME PREVENTION TERM FROM FIGURE 19-B THAT MATCHES THE DESCRIPTION GIVEN AS THE QUESTION. RESPONSES MAY BE USED MORE THAN ONCE.

19-13. A systematic approach to reduce crime risks.

1. A
2. B
3. C
4. D

19-14. The observing of persons and places considered crime producing.

1. A
2. B
3. C
4. D

19-15. A program designed to deal with the control or prevention of specific types of crime based on a pattern of occurrence.

1. A
2. B
3. C
4. D

19-16. To discourage naval personnel from participating in activities conducive to crime.

1. A
2. B
3. C
4. D

19-17. An on-site evaluation of the crime prevention program of a unit, section, office, or other facility.

1. A
2. B
3. C
4. D

19-18. What are the two factors present in the commission of any criminal act?

1. Desire and opportunity
2. Ambition and passion
3. Intent and objective
4. Design and purpose

- 19-19. What term identifies a direct crime patrol method that applies to before-the-fact efforts?
1. Crime prevention
 2. Crime repression
 3. Crime risk management
 4. Crime campaign
- 19-20. Which of the following is a method of crime repression?
1. Patrolling
 2. Crime prevention survey
 3. Crime inspection
 4. Each of the above
- 19-21. Crime prevention is designed to reduce what human element?
1. Complexes
 2. Inhibitions
 3. Desire
 4. Guilt
- 19-22. What type of survey should be initiated when the rate of offenses and incidents increases?
1. Crime prevention
 2. Crime repression
 3. Crime threat
 4. Crime risk
- 19-23. When planning a crime prevention survey, civilian establishments visited by military personnel should receive primary emphasis.
1. True
 2. False
- 19-24. Facts obtained from a crime prevention survey can reveal that a civilian establishment should be placed off limits.
1. True
 2. False
- 19-25. A survey of civilian establishments can result in a recommendation for reducing, establishing, or eliminating patrols.
1. True
 2. False
- 19-26. The same investigative techniques used to investigate crime should be used to conduct crime prevention surveys.
1. True
 2. False
- 19-27. What term identifies the science of the systematic collection, classification, tabulation, and interpretation of numerical facts?
1. statistics
 2. Abstracts
 3. Findings
 4. Results
- 19-28. Only the Master-at-Arms force is concerned with crime rates and types of crimes; therefore, these figures are not available to the commanding officer.
1. True
 2. False
- 19-29. When you use statistics in a crime prevention program, what is the first corrective step to take?
1. Make corrective recommendations to CNO
 2. Turn the facts over to civilian authorities for action
 3. Isolate specific aspects of the problem
 4. File the facts until definite patterns are established

19-30. What statistical calculation(s) is/are helpful to the MA in determining where the problem areas are?

1. Rate
2. Percentage
3. Both 1 and 2 above
4. Frequency

19-31. A percentage is calculated on the basis of what numerical value?

1. 100
2. 200
3. 300
4. 400

19-32. What would the rate of AWOLS per 1,000 personnel be if a district with 25,000 personnel had 750 AWOLS in a year?

1. 10
2. 20
3. 30
4. 40

19-33. The MA will find most of the statistical data required from which of the following sources?

1. Records and reports
2. Newspapers and magazines
3. Anecdotes and interviews
4. Radio and television

- A. Vertical bar
 - B. spot map
 - C. Pie chart
 - D. Curve chart

Figure 19-C

IN ANSWERING QUESTIONS 19-34 THROUGH 19-37, SELECT THE GRAPH FROM FIGURE 19-C THAT MATCHES THE DESCRIPTION GIVEN AS THE QUESTION.

19-34. Compares various components with each other and the whole.

1. A
2. B
3. C
4. D

19-35. Used to depict numerical values of a given item over a period of time.

1. A
2. B
3. C
4. D

19-36. Used when data covers a long period of time.

1. A
2. B
3. C
4. D

19-37. Used to depict locations of incidents or accidents.

1. A
 2. B
 3. c
 4. D
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19-38. The primary purpose of a frequency distribution table is to depict which of the following data?

1. Ratio of convictions obtained
2. Number, time, or place of violations by category
3. Units of measure only
4. Number of mobile patrols employed

- A. Consent search
B. Voluntary statement form
C. Civilian suspect's acknowledgment of rights form
D. Record of authorization for search

Figure 19-D

IN ANSWERING QUESTIONS 19-39 THROUGH 19-42, SELECT THE FORM FROM FIGURE 19-D THAT MATCHES THE DESCRIPTION GIVEN AS THE QUESTION.

19-39. Used prior to questioning a civilian suspect.

1. A
2. B
3. C
4. D

19-40. Used when taking a written statement from a witness.

1. A
2. B
3. C
4. D

19-41. Submitted to the commanding officer to authorize a search.

1. A
2. B
3. C
4. D

19-42. Used to conduct a search of a person who has given voluntary consent to be searched.

1. A
2. B
3. C
4. D

19-43. How should changes be made to publications and directives?

1. Inserting new pages
2. Removing obsolete pages
3. Writing changes with pen
4. Each of the above

19-44. Where can information be found concerning the organizational structure of the Navy?

1. Uniform Regulations
2. SECNAV instructions
3. Navy Regulations
4. CNO notices

19-45. What authority sets forth the basic policies, standards, and procedures for the operation of Navy confinement facilities?

1. Chief of Naval Operations
2. Chief of Naval Personnel
3. Secretary of the Navy
4. Congress

19-46. What is the subject of Part III of the Manual for Courts-Martial?

1. Courts-martial
2. Rules of evidence
3. Punitive articles
4. Nonjudicial punishment

19-47. You will be expected to identify the various publications at your command by title and appearance and have a general idea of the contents of each.

1. True
2. False

19-48. Which of the following publications contains information regarding delivery of service members?

1. MCM
2. JAGMAN
3. SORM
4. UCMJ

19-49. Who prepares the United States Navy Uniform Regulations?

1. Secretary of the Navy
2. Chief of Naval Personnel
3. Chief of Naval Operations
4. Chief of Supply Corps

19-50. Which OPNAV instruction pertains to U.S. Navy physical security and loss prevention?

1. 5510.45
2. 5510.45
3. 5530.14
4. 5531.15

19-51. Information pertaining to honors and ceremonies can be found in what publication(s)?

1. NTP 13
2. U.S. Navy Regulations
3. Both 1 and 2 above
4. The law enforcement manual

19-52. What authority distributes the Navy Information and Personnel Security Program Regulation?

1. Chief of Naval Personnel
2. Chief of Naval Operations
3. Under Secretary of the Navy